

86-1-17. Responsibilities of schools. (a) Evaluation of courses and instructors.

(1) The coordinator appointed by each school pursuant to K.A.R. 86-1-10 shall regularly and consistently evaluate the courses and instructors.

(2) At the request of the commission, the coordinator shall perform the following:

(A) Ask students to complete an instructor evaluation form approved by the commission; and

(B) unless the instructor is also the coordinator, complete an instructor evaluation form. The coordinator shall ~~promptly~~ submit the student and coordinator evaluations to the commission.

(3) At Before the conclusion of each course, each school shall ask notify all students ~~to complete that~~ a student opinion form ~~approved by~~ may be obtained from the commission and ~~shall collect and mail the forms~~ to the commission within seven calendar days after course completion is available electronically.

(b) Issuance of certificates to students.

(1) Within seven calendar days of completion of the course, each school shall issue a certificate of completion, ~~either~~ in person, electronically, or by mail, to each student who successfully completes a

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course approved by the commission. Each school shall use certificate forms approved by the commission.

(2) The school shall not issue a certificate to any student who was absent for more than 10 percent of the classroom hours scheduled for courses registered, pursuant to K.A.R. 86-1-11, under the title "principles of real estate," "broker pre-license course," or "salesperson's post-license course," or "Kansas practice course." The school shall not issue a certificate to any student who was absent during any portion of the scheduled classroom hours for any other course approved by the commission pursuant to K.A.R. 86-1-11.

(c) Submission of certificates to the commission.

(1) Each school shall submit a copy of each certificate issued for completion of a correspondence or home study program course to the commission within seven calendar days after course completion. If the course completion date is less than seven calendar days before the licensee's renewal date established by K.A.R. 86-1-4, the school shall postmark, hand-deliver, or ~~FAX~~ electronically submit the certificate to the commission no later than the renewal date.


(2) Each certificate submitted pursuant to this paragraph shall include the word "COPY" in bold and conspicuous type in the upper right corner of the certificate.

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(d) Submission of rosters to the commission.

(1) Except as provided in paragraph (d)(5) ~~of this regulation~~, each school shall submit a roster to the commission within seven calendar days after the completion date of any course approved by the commission. If the completion date is less than seven calendar days ~~prior to~~ before any renewal date established by K.A.R. 86-1-4, the school shall postmark, hand-deliver, or ~~FAX~~ electronically submit the roster to the commission no later than the renewal date.

(2) (A) The roster shall be submitted on a form approved by the commission and shall include the following:

- (i) The name of the school;
- (ii) the school code;
- (iii) the name of the course;
- (iv) the course code;
- (v) the name of the instructor;
- (vi) the city where the course was offered;
- (vii) the number of hours approved for credit either as elective hours or as mandatory hours;
- (viii) the date on which the course was completed;

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(ix) the full name and license number of each licensee who attended the course and was issued a certificate pursuant to subsection (b) ~~of this regulation~~; and

(x) the total number of licensees listed on the roster.

(B) The school shall list the licensees in alphabetical order on the roster.

(C) The school coordinator or the instructor shall sign each page of the roster.

(3) Any roster containing incorrect or incomplete licensee information may be returned to the school coordinator for correction, and No credit hours may be entered into the commission records for any such licensee until the licensee information is corrected and returned to the commission.

(4) Any roster not in compliance with any other requirement of paragraph (d)(2) ~~above~~ may be returned to the school, and No credit hours may be entered into the commission records until the roster is corrected and returned to the commission.


(5) The school shall not submit a roster for any correspondence or home study program course or for any course registered, pursuant to K.A.R. 86-1-11, under the title "principles of real estate" or "broker pre-license course."

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(e) Advertising and course registrations.

(1) A school shall not advertise a course as meeting the educational requirements of the Kansas real estate brokers' and salespersons' license act before the school places verification of commission approval on file at the school.

(2) A school shall not advertise that an instructor will teach a course approved by the commission before the school places verification of approval of the instructor for the course on file at the school.

(3) Neither a school nor an ~~agent~~ a representative of a school shall guarantee that successful completion of a course will result in the student's passing of a real estate licensing examination.

(4) The school shall include a statement that the course is approved for a specified number of mandatory hours toward the 12-hour requirement or for a specified number of elective hours toward the 12-hour requirement in any advertising of a course approved pursuant to subsection ~~(e)~~(e) of K.A.R. 86-1-11 and in any course registration form.

(5) Each school shall request that any licensee registering for a course verify the licensee's license number and use the licensee's name exactly as it appears on the licensee's license to ensure that the licensee will receive credit for the course.

(f) Maintenance of records.

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(1) Each school shall maintain for a minimum of three years, at the school's business address, a record of each student who has successfully completed a course approved by the commission.

(2) The school shall keep attendance records current and available for inspection by commission representatives upon request. (Authorized by K.S.A. 74-4202(b); implementing K.S.A. 2006 Supp. 58-3046a, as amended by ~~1995 SB 123, § 4~~ 2007 HB 2295, sec. 6; effective Nov. 17, 1995; amended, T-_____,_____.)

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